

McCone County Health Center
605 Sullivan Avenue
Circle, Montana 59215

**RESPONSIBLE TO: CHARGE NURSE (RN or LPN) and
DIRECTOR OF NURSING (DON)**

POSITION SUMMARY:

The Assistant is responsible for administering direct resident/patient (patient) care and performing any other duties deemed necessary to insure optimal patient care. Works under direction and supervision of a LPN or RN; and works primarily with geriatric patients and any age group in the Critical Access Hospital (CAH) acute and emergency settings.

TYPICAL JOB SHIFTS (8 hour shift):

Day - Evening - Night - Call-In (*All Shifts*)

NOTE: Required to work holidays, weekends, and different shifts as scheduled.

KEY RESPONSIBILITIES/DUTIES (Essential Functions):

1. Responsible for direct patient care of assigned patients by Charge Nurse, assuring proper procedures are followed and quality of nursing care is delivered to each patient, recognizing the need for individualized care.
2. Administers daily care in an effective, timely manner.
 - a. Assists patients with meals as necessary; help feed, record intake, etc.
 - b. Assists with ambulation of patients and range of motion exercises, also proper body positioning and body alignment.
 - c. Assistance and instruction in the activities of daily living, such as bathing, dressing, grooming, oral hygiene, and toileting.
 - d. Assists patients in adjusting to their disabilities and re-directing their interests.
 - e. Encourages, assists, and trains patients in self-care, as appropriate to patient status.
 - f. Encourages participation in activities programs, room activities and appointments. Takes patients to and from activities, assisting as needed.
 - g. Answers patient call lights quickly whether that of assigned patient or not.
3. Cleans utensils, equipment, and work area.
4. Responsible for the safety of patients.
5. Carries out special orders or treatments as directed by Charge Nurse.
 - a. Special skin care and maintains timing and positioning schedules.
 - b. Collects specimens and delivers to the Laboratory Department or as directed by Charge Nurse.
 - c. Records intake and output.

- d. Maintains bowel and bladder training programs.
 - e. Obtains and records vital signs.
 - f. Other duties as assigned by the Charge Nurse or Director of Nursing.
6. Capable of using lift equipment safely in transferring and transporting patients for short distances. Be able to demonstrate the knowledge and capability of performing task.
 7. Responsible to communicate patient information to Charge Nurse. Functions as a cooperative, active member of the Patients Health Care Team.
 8. Observes patient's condition and reports immediately any untoward signs, symptoms or unusual occurrences to Charge Nurse.
 9. Maintains current documentation of patient's status and relays information to Charge Nurse to be used in Shift Change Report to complete form needed to alert appropriate staff to patient changes.
 10. Completes all appropriate and necessary paperwork relating to patient care in accordance with facility's Policies and Procedures.
 11. Maintains constant vigilance over patients, take necessary safety precautions (call lights within reach, bed lowest position, slippers on, use of lift equipment, etc.). Uses lift equipment as required.
 12. Maintains patient room in neat and orderly manner with clear walking area.
 13. Knows policies and procedures pertaining to patient's rights and responsibilities; and is responsible for carrying them out.
 14. Assist in all areas as needed and perform other job duties assigned by nurse, DON or CEO.

OTHER IMPORTANT FUNCTIONS:

- I. Accepts and completes special assignment in a timely manner.
 2. Must demonstrate competency in assigned duties, according to facility orientation techniques throughout daily duties.
 3. Provides patients and family members' encouragement and support.
 4. Assists in the admission and discharge of patients; make sure all personal items are noted. In the event of a patient's death: dignity and respect is maintained at all times. Retain patient's personal items for transport that are requested by Charge Nurse, family or mortician.
 5. Assists in transfer from emergency room, acute and long-term care as patient's condition changes.
 6. Assists in orientation of new personnel as requested by Charge Nurse or Director of Nursing. Work on buddy system showing new staff members where equipment and supplies are located, as well as, how to complete assigned work duties.

7. Responsible to conduct self in professional manner as a part of the Patients Health Care Team.
8. Always dresses and conducts him/herself in a professional manner, in accordance with the Personnel Policy and Nursing Department requirement.
9. Recognizes and utilizes MCHC's Chain of Command appropriately (posted on Employee Information Board).
10. Respects patient's privacy and confidentiality; make provisions for such at all times.
11. Respects each patient's dignity, including those who are cognitively impaired and/or combative or aggressive. Refrains from using abusive (foul and unprofessional) language and/or actions in delivery of patient care.
12. Responsible to progress with professional growth and development in the field of nursing.
13. Demonstrates a willingness to learn new procedures and techniques.
14. Relieves in other areas as necessary, learning new areas as necessary.
15. Actively participates in all In-Service Education Programs and Staff Meetings. Is required to receive at least twelve (12) hours in two (2) years of In-service education to maintain CNA certification and maintains current CPR certification. Required to complete Silverchair Learning education assignments.
16. If unable to attend mandatory In-Service(s), contact Director of Nursing and complete required Absence Request form.
17. Asks questions of nurses to learn new techniques and procedures more thoroughly, understanding them and the reason for change.
18. Actively participates in quality improvement projects and assist with collection of data.
19. Assists other staff in completion of their work duties.

POLICIES AND PROCEDURES:

1. CONFIDENTIALITY — maintains and assures confidentiality in all facility functions according to established policy and procedures.
2. Compliance with Nursing Department policies:
 - a. Refers to department facility manuals for specific instructions or guidelines and asks questions as appropriate.
 - b. Follows established individual department policies and procedures and take responsibility to become familiar with them.
 - c. Always adheres to the technical and ethical standards of his/her Job Description and the overall philosophy of McCone County Health Center.

- d. Completes Time Clock entries per established procedure and assures accuracy of hours recorded.
3. Attendance/Punctuality:
 - a. Provides proper notification of tardiness by contacting Charge Nurse and/or DON.
 - b. Provides proper notification of absence by contacting DON. If unable to attend a meeting, also complete required Absence Form prior to meeting.
 - a. Observes regulations for paid and unpaid break times.
 - b. Takes responsibility for the appropriate management of accrued benefit hours.
 4. Appearance/Hygiene/Health
 - a. Observes facilities dress code or dress/hygiene guidelines.
 - b. Practices good body mechanics.
 - c. Has employee health screening tests done annually as stated in policies.
 - d. Follows universal precautions and practices infection control policies and procedures.
 - e. Observe Tobacco Free Campus Policy and Procedure:
 - The use of any tobacco product including, but not limited to, cigarettes, e-cigarettes, cigars, pipes, and smokeless tobacco will be prohibited in facilities or on properties of MCHC.
 - Employees will be prohibited from using tobacco during all paid time including breaks.
 - Employees are not allowed to use tobacco on campus during unpaid meal times.
 - For more information, see Tobacco Free Campus Policy and Procedure.
 5. Environment/Electrical Safety
 - a. Assists in ensuring a clean and safe work environment. Reports faulty equipment or unsafe condition(s) to Charge Nurse or Director of Nursing; if needed cleans equipment as assigned.
 - b. Observes surrounding and reports verbally or in writing any problems or potential problems, regarding patient(s), visitors, co-worker, etc. to Charge Nurse or Director of Nursing.
 - c. Assures that patient care lift and equipment (example: gait belt) is being used properly. [f under 18 years of age, staff member is not able to use lift alone. A staff member over 18 must assist in the use of the lift.
 6. Fire and Internal/External Disaster
 - a. Maintains familiarity with fire and disaster plans.
 - b. Participates in drills.
 7. Guest Relations:
 - a. Is courteous and helpful to patients, visitors, and medical providers.
 - b. Is courteous and helpful to co-workers, including other staff members of the facility.
 - c. Offers suggestions for improved or more efficient departmental/facility operations regarding guest relations.
 - d. In a positive manner, is supportive of the facility's policy and procedural changes.
 - e. Promotes pride in his/her position as well as in the facility.

. JOB KNOWLEDGE:

- Position involves direct relationship to all patients, facility staff, medical providers, volunteers, and public.
- Decision-making and good judgment is required in all areas of nursing care as well as communication.
- Must be able to communicate with Charge Nurse in order to relay information regarding patients.
- • Must be familiar with equipment used in department to provide care to our patients (examples: lifts, wheelchairs, bathing equipment, portable scale, hearing aids).
- Must have the capability to follow written and oral directions; and be able to read nursing care plans and procedure books.
- Must be able to write legibly and accurately document care provided to patients.

QUALIFICATIONS:

- High School Diploma or equivalent.
- Previous work experience as a Certified Nursing Assistant (CNA) is desirable.
- Must be able to complete CNA Training Program or equivalent to receive CNA certification.
- If a CNA, a copy of your completed CNA Skills List must be submitted to DON at time of hire.
 - MCHC will check the State of Montana Nurse Aide Registry in accordance with regulations.

PHYSICAL JOB KNOWLEDGE, REQUIREMENTS AND WORK CONDITIONS:

- Continuous (*Over 10% of Shift*)
 - Follow Written and Oral Directions
 - Write Legibly and Document Accurately
 - Capable of Carrying Out Repetitive Tasks on a Reoccurring Basis
 - Capable of Working with Numerous Interruptions
 - Communicate through speaking
 - Keyboarding / Computer
 - Telephone
 - Page System
 - Stand
 - Bend or Stoop
 - Kneel or Squat
 - Full Use of Two Hands
- Grasp or Pinch
- Repetitive Movement
- Distinguish Colors
- Disturbing smells.
- Hearing Normal Conversation

☐ Frequent (*45% to 70% of Shift*) Carry 1 to over 60 pounds of Equipment/Supplies to and from Downstairs

- Lift or Carry less than 5 pounds
- Lift or carry 5 to 25 pounds
- Lift or carry 26 to 60 pounds
- Lift or carry over 60 pounds

☐ Occasional (*15% to 44% of Shift*)

- Clear Close Vision (under 20')
- Clear Distance Vision (20'+)
- Push or Pull less than 5 pounds
- Push or Pull 5 to 25 pounds
- Push or Pull 26 to 60 pounds
- Push or Pull over 60 pounds